



## LEAD MAINTENANCE WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with the specified positions. Therefore, specifications may not include all duties performed by individuals within a classification.*

### **DEFINITION**

To lead, oversee and participate in the more complex and difficult work of staff responsible for the maintenance, repair and construction of assigned division; to verify the work of assigned employees for accuracy and compliance with standards, specifications and regulations; and to perform a variety of technical tasks relative to assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This multi-position classification is the advanced journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Incumbents perform the most difficult and responsible types of duties assigned to classes within this series including assigning, training and providing lead direction to work crews. Incumbents may fill in for Field Supervisor as needed, additionally incumbents are also required to perform duties similar to those customarily performed by Maintenance Worker I/II and Equipment Operator. Employees at this level are required to be fully knowledgeable in all policies and procedures related to assigned areas of responsibility. Incumbents at this level are required to have a working knowledge of their division budget and purchasing policies. Assigned areas of responsibility may include:

**Sewer Utility:** Leads and plans the maintenance of wastewater collection and pumping system facilities; cleans, operates, inspects, repairs and installs wastewater collection and pumping system facilities, including piping, manholes, valves, lift stations, pumps, controls, portable and stationary generators, measuring devices, odor control equipment, communication systems and CCTV video inspections. Perform smoke testing of sanitary sewer system.

**Drainage and Water Pollution Control:** Maintains, cleans, operates, inspects, repairs and installs storm water system facilities, including piping, manholes, storm drains, v-ditches, catch basins, pumping stations, pumps, controls, measuring devices, communication systems, CCTV video inspections, street sweeping and trash removal/tracking activities.

**Street:** Maintains, installs, repairs, removes and replaces sidewalks, ramps, fences, guardrails, asphalt and concrete. Perform USA mark outs for underground facilities.

**Traffic and Electrical Operations:** Fabricate, maintain, repair and install regulatory, warning and guide signs, install traffic counting and calming equipment, traffic legends, paint colored curbs, perform graffiti removal. Maintains, troubleshoots and repairs street lighting, traffic control devices, in pavement crosswalk lights and signage, sanitary sewer and storm pump station electrical and communication components. Locates, tests, repairs and installs underground wiring, electrical systems and equipment, performs skilled electrical work on municipal buildings and facilities.

### **SUPERVISION RECEIVED**

Receives direction from the Public Works Field Supervisor and /or Public Works Services Manager.

### **SUPERVISION EXERCISED**

The Lead Maintenance Worker is a working supervisor. The position exercises direct supervision over crews engaged in the service, maintenance and repair of assigned division.

### **ESSENTIAL AND IMPORTANT FUNCTIONS**

*Essential and other important functions may include but are not limited to the follow:*

- Lead, plan and review the work of staff responsible for performing heavy, physical work in the maintenance, repair and construction of assigned division.
- Plan, direct and participate in the monitoring and maintenance of assigned division.
- Train assigned employees in their areas of work.
- Supervise the use, care and safe operation of tools and equipment including hand, power and shop tools, trucks and construction equipment.
- Verify the work in progress and completed by assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards, specifications, and regulatory requirements.
- Monitor the daily activities of maintenance workers at job sites; direct corrections and modifications as needed.
- Meet with the Field Supervisor, engineers and senior staff to discuss projects; set up for in-house repairs; assign repair jobs to outside contractors as appropriate.
- Record work performed by staff, track time and materials on work orders.
- Accurately enter data and photo documentation into department's asset management system.
- Provide input on the performance and performance evaluations of crew employees.
- Maintain accurate records; operate computer to produce reports.
- Ensure adherence to safe work practices and procedures including the correct use of personal protective equipment.
- Respond to emergency calls in off hours as required; maintain standby availability on a scheduled basis.
- Direct and participate in a variety of general maintenance projects as assigned.
- Perform related duties and responsibilities as required.
- Respond to public inquiries in a courteous manner; provides information within the area of assignment including explaining street sweeping operations
- Maintain regular and dependable attendance necessary to work with site specific equipment/tools and within assigned work team.

### **MINIMUM QUALIFICATIONS**

*In addition to those specified in the Maintenance Worker I/II class specification:*

#### **Knowledge of:**

- Advanced knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including hazards associated with the work and proper safety precautions.

- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Equipment and elements of construction technology as they relate to the assigned operations, construction, maintenance and repair activities.
- Types and level of maintenance and repair activities generally performed in streets, traffic and storm/wastewater collection program.
- Proper set up and use of traffic control devices.
- City and department policies and procedures and relevant laws and regulations.
- Principles of personnel supervision, training and evaluation.
- Regulatory safety programs and procedures, pertinent sections of health, safety and labor codes as directly related to assigned work.
- Word processing and spreadsheet applications and internet usage necessary for job assignment as well as technical report writing.

**Skill in:**

- Operating required tools, vehicles and equipment in a safe and effective manner.
- Creating clear and concise written correspondence.
- Operating office equipment, including computers and supporting applications.
- Training and evaluating staff.
- Making accurate arithmetic calculations.
- Determining types and amounts of materials and chemicals required for work.

**Ability to:**

- Perform skilled maintenance, construction, and repair work in the division assigned.
- Perform heavy manual tasks.
- Work safely and adhere to established safety principles and practices.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with co-workers, City employees and the public.
- Resolve problems/issues experienced in the course of work.
- Work effectively in the absence of close supervision.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps, diagrams, instructional sheets and MSDS.
- Understand and carry out written and oral instructions, plan, estimate, direct, coordinate, schedule and review the work of others.
- Identify and implement effective courses of action to complete assigned work.
- Operate and maintain equipment and tools used in the field.
- Provide professional, courteous and efficient service to the public and City employees.
- Function independently and make decisions based on sound judgment within established guidelines.

## **EDUCATION AND EXPERIENCE**

Any combination equivalent to experience and education that could likely provide the knowledge, skills and abilities would be qualifying. A typical way would be:

**Education:** Graduation from high school or equivalent.

**Experience:** Six years of increasingly responsible experience in the construction and maintenance of streets, sewers, traffic operations or electrical systems and components or possession of Collection System Maintenance Grade II Certificate, Associate's degree or Bachelor's degree in a related field may substitute for up to three (3) years of experience.

## **LICENSES OR CERTIFICATES**

### **Licenses:**

Possession of a valid California Class "A" or "B" driver's license with appropriate endorsements and continue to meet the requirements for renewal.

### **Certificates:**

When assigned to Sewer Division: Ability to obtain CWEA Grade III (or higher) Collection System Maintenance certification within one year from date of appointment.

When assigned to Drainage and Water: Ability to obtain CWEA Grade III (or higher) Collection System Maintenance certification within one year from date of appointment.

When assigned to Traffic and Electrical Operations: Ability to obtain CWEA Grade III (or higher) Plant Maintenance Electrical/Instrumentation Technologist certification within one year from date of appointment.

## **TOOLS AND EQUIPMENT USED**

As related to assigned division. Safe and proper use of motorized vehicles and equipment such as dump trucks, sewer combination trucks, pick-up trucks, utility vans or trucks, closed circuit television(CCTV) van and equipment, aerial trucks, sweepers, forklifts, backhoes, skid steer, paving machine, crack sealer, grinding machines, concrete/asphalt saws, excavators; tampers; chainsaws; pumps; compressors; sanders; generators; sign making equipment, common hand and power tools; traffic control devices; telephones; radios and personal computers, electronic devices; asset management software and all applicable City software systems/applications.

**PHYSICAL DEMANDS**

Requires the maintenance of physical conditioning necessary to operate motorized equipment and vehicles. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand; talk and hear; walk; sit; climb; balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision and depth perception.

**WORK ENIRONMENT**

Work is regularly performed in outside weather conditions. The employee frequently works near moving mechanical parts and vehicles and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high precarious places (various heights up to 50 feet) and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment can be loud. Employees have contact with sewage, hazardous traffic situations and hazardous chemicals. The employee may be required to work night, early morning and weekend hours depending on workload factors, in addition to normally scheduled work hours. Employee is regularly require to work in an office environment and attend meetings as assigned.